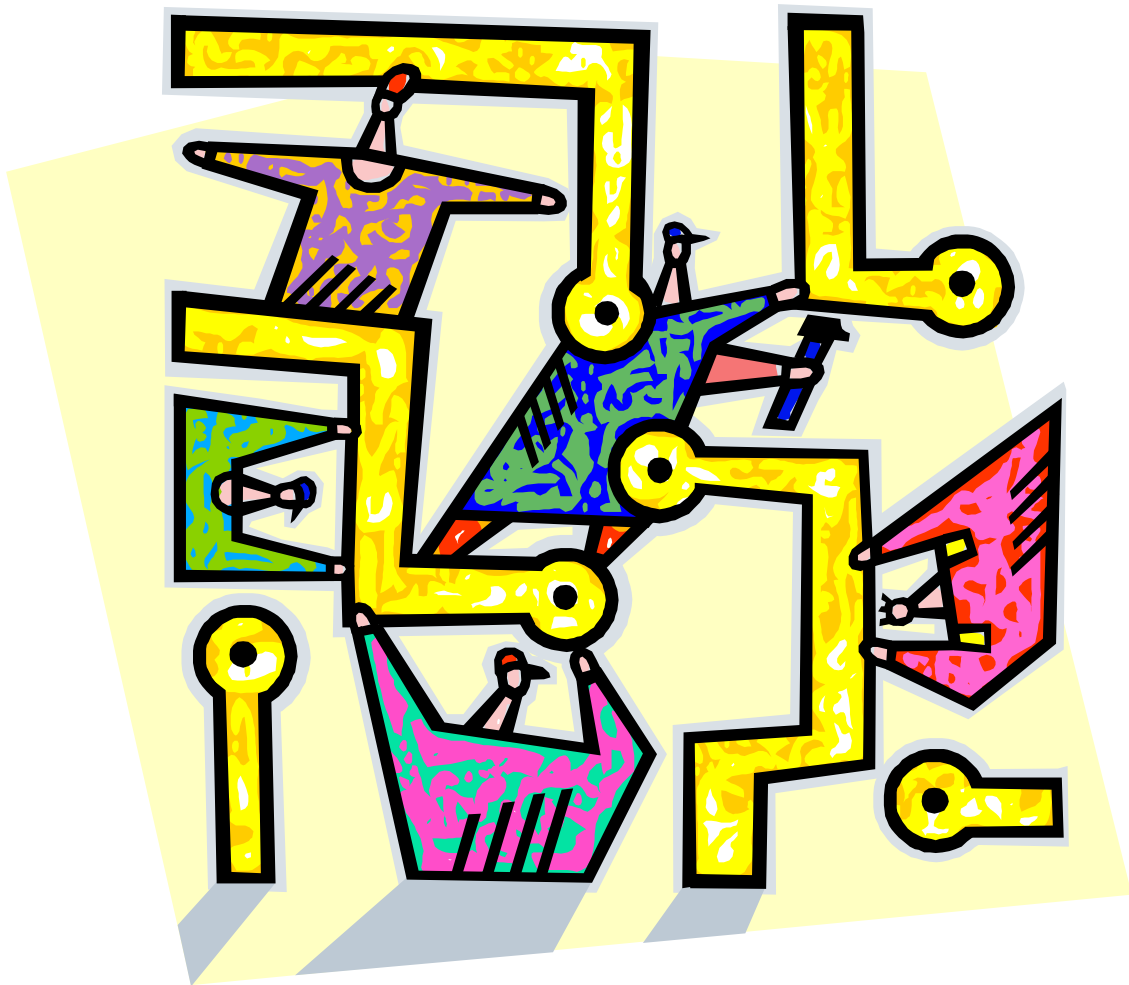


<Name of Project>

Contractor Management Plan



Document Revision History

Version Number	Date	Description

Overview

Describe the purpose of the contractor management plan. Describe the purpose or need for the contracted services.

Background

Provide a brief history of the business area. Describe the business drivers that justify the need for the contracted services.

Objectives/Scope/Duration

Summarize the contract objectives, scope, and expected contract duration.

Roles

Identify resources you will need to plan and administer the contract. At a minimum, identify a contract administrator, contract managers for both the agency and the vendor, and a contract QA reviewer resource.

Communication

Identify how reporting will occur. Include a process that documents and reports contract problems as well. As an option, consider your project's issue management process for communication contract problems.

Performance Evaluation

Describe how the project will measure performance against project objectives, defined processes, and customer satisfaction.

Audit

Describe how the project will implement a process for conducting internal and/or independent contract audit activities.

Contingencies

Outline the project's approach for handling under-performance or adverse contract developments. Contingency strategy should include processes for handling dispute resolution, variation identification and tracking, noncompliance, and under-performance.

Closeout

Build list of expected outcomes and criteria for contract closeout. Be sure to include transition (training, support, etc.) topics also.